

## **CAMP CHALLENGE PROGRAM COORDINATOR**

### **Camp for Children and Teens with Disabilities**

**OPENING DATE:** February 12, 2008

**CLOSING DATE:** Subject to closing when the needs of the city are met.

**HOURLY WAGE:** \$14

#### **MINIMUM**

**QUALIFICATIONS:** Requires extensive experience in coordinating activities that provide variety, success, self-confidence, and life skills for participants with disabilities; experience with supervising staff and volunteers. Bachelor's degree in special education, therapeutic recreation, and/or related field is preferred.

#### **ADDITIONAL**

**REQUIREMENTS:** Possession of, or the ability to obtain, a valid driver's license as issued by the State of Arizona. Must possess or be able to obtain valid First Aid and C.P.R. certifications. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

#### **REPRESENTATIVE**

#### **ESSENTIAL**

#### **FUNCTIONS:**

This position works directly with a Recreation Coordinator to:

- Develop and implement training and orientation sessions to prepare leaders and volunteers to plan and carry out a quality recreational program illustrating the benefits of recreation.
- Conduct staff interviews and assess needs of program registrants.
- Coordinate and assist in planning all special events, a variety of weekly enriching recreational/leisure activities and ensuring they are safely conducted.
- Establish effective participant rules and behavior management system to create a safe and consistent environment.
- Set up communications and positive relations between the Recreation Supervisor, site staff, school personnel and parents.
- Set daily goals, duties, and open communication with individual staff and volunteers (translate thought to action).
- Evaluate and provide positive feedback with staff and volunteers and assist in providing an opportunity for growth and excellence in performance and quality planning for creating memorable experiences for program participants.
- Facilitate a positive impression at the job site by maintaining facility, reporting problems/safety concerns to custodians, cleaning up, setting up site where lifting and carrying tables/chairs will be required, maintain site supplies and necessary equipment.
- Collect and turn in weekly activity schedules, supply lists, attendance reports, expense reports, flyers and staff/volunteer time sheets.

Applications available at Parks and Recreation office by contacting Leigh Schofield  
AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

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The goal of the Camp Challenge staff is to provide an enriching recreational experience to enhance the quality of life for 5-22 year olds with disabilities. Activities in the areas of games, dance, music, drama, arts and crafts, sports, guest speakers and special events are provided to build self-esteem, develop life skills towards independence, plan opportunities to improve health and fitness in a positive environment for social interaction.

### AVAILABILITY REQUIREMENTS:

- **Hours:** March through May – Approximately 2 to 3 hours per week for program planning. June and July – Approximately 30 hours per week, excluding special events; approximately 7:30 am – 3 pm.
- **Program dates:** June 2 - July 17, Monday through Thursday, 7:30 am – 2:30 pm.
- **Orientation:** Saturday, May 31, 2008
- **No vacations or time off will be permitted during the program, orientation or staff meetings.**

For applications and contact information:

City of Tempe  
Attn: Linda Cano  
655 E. Southern Avenue  
Tempe, AZ 85282  
(480) 858-2469